

**STATE WATER RESOURCES CONTROL BOARD  
BOARD WORKSHOP SESSION – DIVISION OF DRINKING WATER  
AUGUST 21, 2019**

**ITEM 8**

**SUBJECT**

INFORMATION ITEM – ADMINISTRATOR POLICY HANDBOOK - SAFE AND AFFORDABLE DRINKING WATER PROGRAM.

**DISCUSSION**

Staff will discuss and solicit feedback on the draft administrator policy handbook, which was released for public comment on July 23, 2019:

[https://www.waterboards.ca.gov/drinking\\_water/programs/documents/administratorpolicyhandbookdraft.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/administratorpolicyhandbookdraft.pdf). This handbook's purpose is to provide further guidance to State Water Board staff and entities considering becoming or are appointed as Administrators of water systems as authorized in the Health and Safety Code Section 116686.

Generally, the appointment of an Administrator will be considered by the State Water Board when it is necessary to provide an adequate supply of affordable, safe drinking water to disadvantaged communities and to prevent fraud, waste, and abuse.

Administrators may be assigned broad duties, such as overseeing all activities of a water system and acting as its general manager, or very specific duties such as managing an infrastructure improvement project on behalf of the water system. This handbook is the first version of a new programmatic approach and as such future revisions are anticipated in relatively short order as lessons are learned from the initial experiences

This Policy is adopted for the State Water Resources Control Board's (State Water Board's) implementation of Assembly Bill number 2501 (AB 2501), which was signed by the Governor and filed with the Secretary of State on September 28, 2018. Among other things, AB 2501 amended Health and Safety Code section 116686 to require the State Water Board to develop standards, terms and procedures for the following:

- (a) Ensuring compliance with subdivision (f) of section 116686,
- (b) Providing opportunity for public comment on selection of an administrator and the services to be provided,
- (c) Providing public access to budgets, financial information, and other documents and records related to the provision of water service to the designated water system or affected residences and to the management of the designated water system by the administrator,

(d) Providing regular public meetings, notifications, opportunities for public comment, and other forms of engagement with customers of the designated water system for significant decisions or actions made on behalf of the designated water system, including, but not limited to, establishing operating budgets, altering water rates, adopting system policies, entering into long term contracts or financing commitments, and developing system projects or plans,

(e) Form requests to the State Water Board to reverse or modify a decision of an administrator or to request substitution of an administrator, and

(f) Ensuring the administrator acts in the best interests of the community served,

(g) Development and approval of a post-administrator drinking water service plan to ensure compliance with subdivision (e).

Development of the plan shall include, but is not limited to, an evaluation of long-term public governance or community ownership options. (Health & Saf. Code, § 116686, subd. (g).)

#### **POLICY ISSUE**

None –Informational Item

#### **FISCAL IMPACT**

None –Informational Item

#### **REGIONAL BOARD IMPACT**

None –Informational Item

#### **STAFF RECOMMENDATION**

None –Informational Item